This document provides students and alumni of high school or postsecondary institutions with the following information about the Parchment electronic transcript service:

- An explanation of the e-Transcript Initiative and Parchment;
- The benefits of the Parchment Service;
- An overview of how the system works;
- What services are available to students and alumni;
- Helpful tips and contact information;
- Instructions for setting up an account;
- Instructions on how to add your school to your Parchment account and
- Instructions on how to request delivery of your transcripts.

Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Parchment to offer the Michigan e-Transcript Initiative. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 colleges and universities nationwide, as well as to third-party destinations.

Parchment

Parchment is the leading provider of educational records management services. Parchment manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Parchment is headquartered in Scottsdale, Arizona, with representatives throughout the United States.

Benefits of the Parchment Service

- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day, seven days a week through the school's website, the Michigan College Access Portal (MichiganCAP) or at Parchment.com.
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.

How the System Works

- To send a transcript, go to the Michigan E-Transcript link on your school's website or the Michigan College Access Portal (MichiganCAP), which directs you to Parchment's system. You will complete a one-time registration and identify the desired transcript recipient(s). *If you are a minor you must have your parent or guardian complete the registration process on your behalf.*
- The system promptly processes the order and notifies the sending school's administrator of the request via email. The sending school's administrator retrieves your transcript from the school's student information

system and electronically sends it to Parchment. Parchment then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.

- The receiving destination is notified via email that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Parchment system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via U.S. mail and instructions are provided for how to become an electronic recipient.
- You are notified via email every step of the way: 1) when your transcript request is received by Parchment, 2) when the sending school's administrator processes the request and 3) when the receiving destination's administrator downloads the transcript.

Services Available to Students/Alumni

- The Parchment system keeps track of all transcripts sent throughout your college and career path.
- You have the opportunity to request your current transcript or the next grading period transcript.
- You receive email confirmations every step of the way, which eliminates anxiety and the need for follow-up with school staff.
- A Profile tab is available in the Parchment system to enable you to update your information as needed throughout your college and career path.
- The Parchment system provides online training at your fingertips to help when requesting a transcript.
- Parchment provides you the opportunity to import your college application ID directly onto your transcript, which enables the receiver to match up incoming documents.
- The database of electronic recipients is searchable and up-to-date. This means that you do not need to know the address of the receiving destination.
- You can send transcripts to non-registered destinations. However, a fee is applied. This fee needs to be paid via credit card, debit card or cash card (cash cards are available at most local grocery stores and pharmacies). Please consult with your school on how to handle these requests.

Tips

- Become familiar with the Parchment Service. This document provided an overview, but more information is available on the CEPI website at www.michigan.gov/cepi.
- Complete the student online registration as soon as possible. Doing this task now will save time when making your first e-Transcript request.
- Make certain that the information entered during the online registration is accurate. It is important that you enter your first and last name as they would appear on your transcript, which will enable Parchment to easily match up your online request with the transcript Parchment receives from your school.
- Look for the Welcome Message upon log-in. Your school has the opportunity to post information regarding procedures specific to the school, such as how to handle fee-generating destinations, why a hold on a transcript may occur and dates when staff will not be available to process transcripts.
- Know the school's policy on sending transcripts to fee-generating destinations. This information may appear in the Welcome Message, in the student handbook and/or in the guidance counseling office.
- View the Profile tab feature in the Parchment system. Make sure information is up-to-date and know how to update it. If your information is not up-to-date, this may delay transcript processing.
- Make sure you become familiar with the destination selection buttons, the FERPA agreement acceptance, the fee collection screen (if fees apply) and the confirmation page. Selecting "Other Destination" when the destination already appears in Parchment's searchable database will incur fees.
- Remember to use the Application ID feature when requesting a transcript. The potential benefits of importing this ID into the online field are: 1) helps ensure a complete admissions submission and 2) a faster admission notification.
- Make sure a transcript was requested for those postsecondary institutions, scholarship funds, or employers that require one well in advance of the submission deadline.

- Remember to keep an eye out for the email notifications that you will receive. These notifications provide information to you each step of the way.
- Make sure you can locate the Transcript ID Number on the Order Status screen. This number is to be used for any inquiries pertaining to that transcript request.

Contact Information

If you have questions about the approval of your transcript request, contact the school. If you have questions about the receipt of a transcript sent by mail, contact the destination it was sent to. For all other questions, please visit Parchment's student support page at http://www.docufide.com/contact-us/students.

Setting Up Your Account

A simple registration must be completed to set up an account, and only has to be completed one time. This one-time registration gathers basic student information to enable Parchment to match your request with the transcript data Parchment receives from the school. Through this account, you can track the transcript requests you have made throughout your educational career.

Step 1: Go to your school's website, find the Michigan e-Transcript link, and click on it. Look for the link on the homepage, guidance counseling page and perhaps the alumni page.
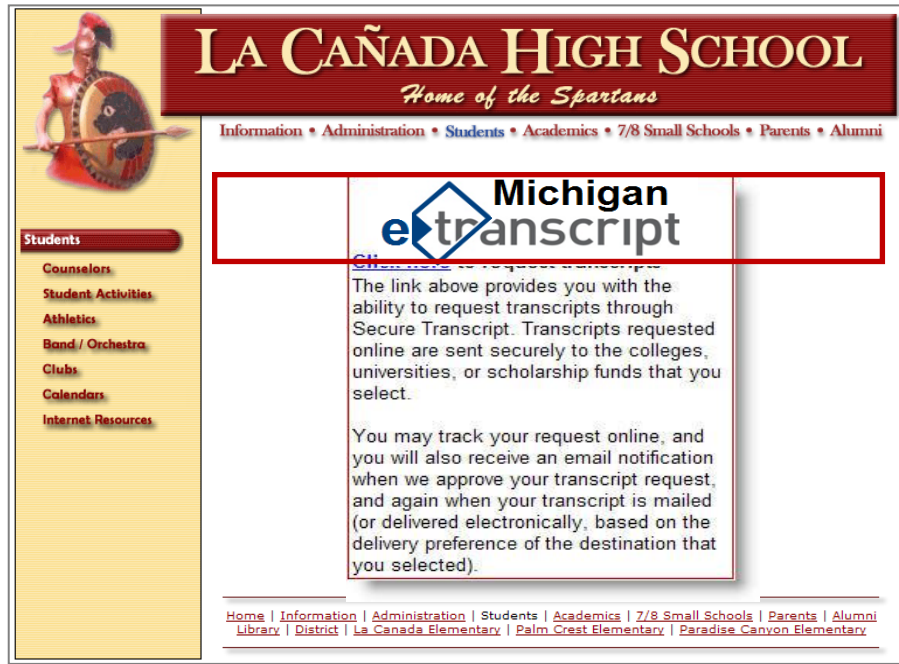
Step 2: Or you can log in directly at Parchment at the following link: www.Parchment.Com. Click on the **Sign In** button at the upper right hand corner.

Step 3: If you are 18 years old or older, you can create your own account. If you are a minor, you must have your parent or guardian complete the registration process on your behalf.

Step 4: Provide your personal information. Required fields are marked with an asterisk.

Step 5: Provide a valid email address and password, and answer two security questions in the event you need to retrieve a forgotten password. Click on the **Save & Continue** button.

Optional: You have the opportunity to select an "Opt in" preference. If you choose to "Opt in," you are approving your participation in Parchment's College Discovery program, in which Parchment will then share some of the information you provide to a variety of colleges and programs for these colleges/programs to send you information about themselves. No information is shared without this approval.

You will receive confirmation that you have successfully created your Parchment account.

parchment™
credentials unleashed

Sign Up   Have an account? **Sign In** ○

🏠   **MY TRANSCRIPTS**   **MY COLLEGES**   **MY CHANCES**

Welcome, Michael Smith .

We have just sent an email to *teststudent@email.tom* that contains a link to activate your Parchment account. If you do not see an email from Parchment.com, please check your spam folder for email from registration@parchment.com, as our emails are occasionally misidentified..

Select continue to enter your new Parchment account.

Continue

Note:

● Verifying email accounts helps Parchment maintain the high quality of our data used in calculating students chances of admission to the colleges they are interested in

Add a School to Your Account

You can add your school to your account to begin requesting delivery of your transcript. To add a school to your account:

Step 1: Select the **My Transcripts** tab.

Step 2: Click on the **Get Started** button.
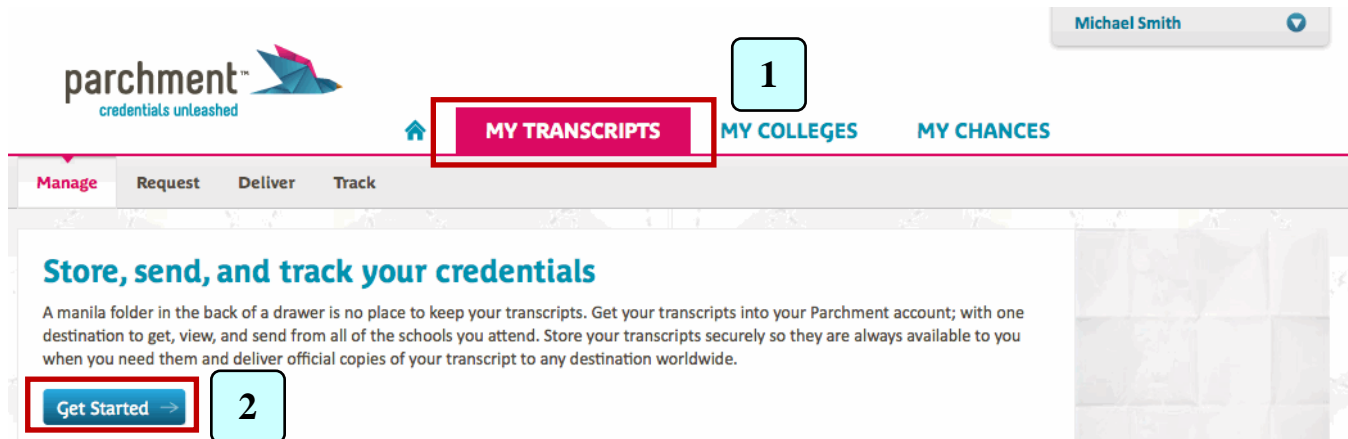
Step 3: Search Parchment's database to locate your school based on any combination of name, city and state.

Step 4: Provide your enrollment information. This step enables your school to locate your transcript.

Step 5: Indicate if you wish to waive your right to view your Secondary School Report or Letters of Recommendation.

Step 6: Indicate if you wish to further refine your opt in settings for the voluntary College Discovery program.

Step 7: Enter the Parchment Registration Code, or electronically sign the form using a mouse, stylus or touchpad. This step allows Parchment to process your transcript request.

Step 8: Check the box if you wish to request a free, unofficial copy of your transcript to be stored in your Parchment account.

Step 9: Click on the **Save & Continue** button.

You will receive confirmation that your school has been added to your account.

Request Delivery of Your Transcript

Once you have added your school to your Parchment account, you can begin requesting delivery of your transcript to any destination worldwide.

Step 1: Click on the **My Transcripts** tab.

Step 2: Click on the **Request** tab.
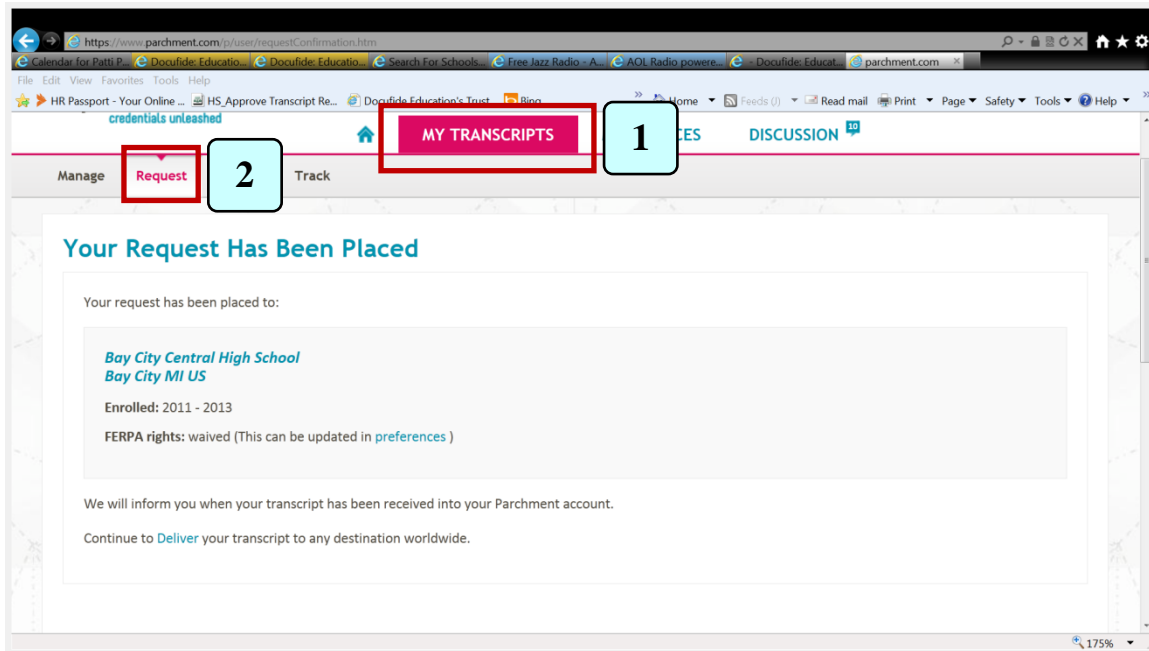
Step 3: Search for your destination. To narrow your search, click on the type of destination:
- Academic Destinations – colleges/universities and scholarship funds
- The National Collegiate Athletic Association
- Myself – send an official transcript to your email address or physical address
- The Common Application
- Other Destinations

Step 4: When searching for colleges/universities and scholarship funds, find your destination by using the name of the destination, city, state and/or country. Click on the **Search** button.

Step 5: Click on the box next to your desired destination(s).

Step 6: Review the destinations and confirm that the selections are correct:

1. The first column will display the destinations, with an option to remove that destination from the order.
2. The second column will display the delivery method (electronic download for registered recipients and U.S. mail for non-registered recipients when the transcript must be printed and mailed by Parchment). Express delivery (for mailed transcripts) is available.
3. The third column will display the transcript type (the grading period that the transcript is to reflect).
4. The last column will display any fees.

Step 7: Any payments are processed online. If no fees are incurred, the payment step is automatically skipped.

You will receive a confirmation describing the next steps for your transcript request(s) and Tracking ID(s) for your order.

You will receive automated confirmation emails when your request is received, approved by the school administrator and upon delivery.
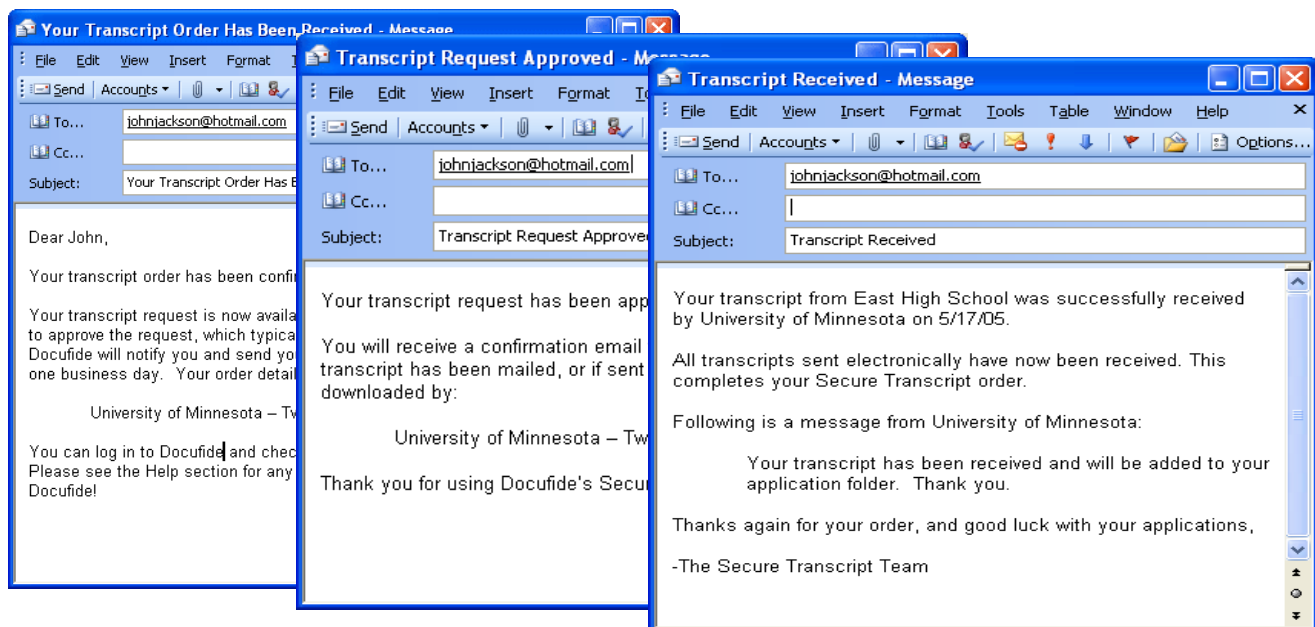
This completes the transcript request process. For more detailed information on the request process, including the steps performed by the administrator at the sending school and at the receiving destination to complete the transcript exchange, view the CEPI website at: http://www.michigan.gov/cepi/0,4546,7-113-54112---,00.html.